

# **Statement of Work (SOW) in Support of HAMMER**

## **1.0 Background and General Scope of Work**

Due to potential reductions in congressional appropriations for the operation of the HAMMER Training and Education Center, a marketing and business approach needs to be implemented to utilize the facility and generate revenue from non-DOE customers, training providers, and students. Strategic formulation of the business approach requires finalization and specific areas of opportunity need to be identified and targeted in the marketing efforts.

## **2.0 Definitions**

None.

## **3.0 Contractor Tasks and Deliverables**

- 3.1 Provide customer interaction training to the necessary Business Management and Product Line Managers at HAMMER.

Deliverable: Conduct training class at HAMMER

Due date: March 31, 1998

- 3.2 Draft a business approach and marketing plan for each of the currently identified product lines at the HAMMER facility. This plan includes identification of potential customers and alliances, marketing strategies and promotion, industry analysis, and a strategy for the follow-up on customer satisfaction.

Deliverable: Fire Operations Product Line Plan

Due date: April 31, 1998

Deliverable: Environmental Waste Management Product Line Plan

Due date: May 30, 1998

Deliverable: Occupational Safety & Health Operations Product Line Plan

Due date: June 30, 1998

Deliverable: Emergency Operations Product Line Plan

Due date: July 31, 1998

Deliverable: Technology Product Line Plan

Due date: August 31, 1998

## **4.0 Work (Quality) Control**

Performance Indicators: Completion and acceptance of the deliverables listed in 3.0.

## **5.0 Government and Contractor Furnished Equipment**

Not applicable.

### **QUOTATION/PROPOSAL INSTRUCTIONS**

The U. S. Department of Energy, Richland Operations Office (DOE-RL) anticipates awarding a firm-fixed-price purchase order for the services described in this SOW. Offerors are requested to submit competitive quotations and qualification statements that include the following:

1. Certifications and experience in delivery of this type of training and a contact name and phone number of customer who is willing to answer questions as a reference.
2. Cost Quotation which includes breakout of travel expenses in accordance with planned delivery.

Allowable Federal Travel Regulation rates for the location of performance/delivery is \$50/night for lodging and \$30/day for meals and incidentals.

Quotations/proposals are **DUE FEBRUARY 19, 1998**, can be faxed to John Perez at (509) 376-5378.

Contact Terri Hale at (509) 376-6161 for clarification on the SOW and contact John Perez at (509) 376-7961 for contract questions.